



Position Description – Graduate Program – Engaged Community

Division	Engaged Community
Portfolio	GM Engaged Community
Business Unit	GM Engaged Community
Level	2
Reports To	GM Engaged Community
Prescribed Position	Yes

Position Objective

This graduate position is part of a structured two-year employment and development program, which includes rotational placements across key business areas aligned to the graduate's field of study and career interests.

Under the guidance of experienced mentors and supervisors, the graduate will engage in a variety of projects and initiatives that support the delivery of strategic objectives and community-focused services.

Key Responsibilities

- Support team-specific functions and projects by applying academic knowledge and emerging professional skills to assist in planning, delivery, research, and reporting activities relevant to the host department.
- Participate in rotational placements (where applicable), undertaking diverse assignments across multiple business areas to gain broad exposure to Council operations and strategic initiatives.
- Contribute to project work by undertaking tasks such as data collection and analysis, stakeholder engagement, drafting reports, developing presentations, and assisting with the implementation of new initiatives.
- Work collaboratively with internal and external stakeholders, building productive relationships to support the achievement of team and organisational goals.
- Demonstrate a proactive approach to learning and development, actively seeking feedback and engaging with professional development opportunities, training programs, and mentoring relationships offered through the Graduate Program.
- Apply problem-solving and critical thinking skills to help identify improvements to service delivery, systems, or processes within the team.

- Ensure work is delivered in alignment with Council values, organisational policies, procedures, and legislative frameworks.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Strong written and verbal communication skills, with the ability to produce clear reports, documentation, and presentations appropriate to a range of audiences.
- Well-developed interpersonal skills, including the ability to work collaboratively in team environments and build effective working relationships.
- Demonstrated problem-solving and analytical thinking skills, with the ability to assess information, identify issues, and contribute to practical solutions.
- Ability to communicate clearly in writing, particularly in drafting business communication such as emails, reports, letters, technical documentation and resources
- Effective time management and organisational skills, including the ability to prioritise tasks, manage competing deadlines, and follow through on commitments.
- Proficiency in using standard office software (e.g., Microsoft Office suite) and the ability to quickly learn new systems or digital tools.

Knowledge

- Understanding of the role and functions of local government and its contribution to community wellbeing and service delivery
- Awareness of contemporary challenges and opportunities in the graduate's field of study (e.g., urban planning, engineering, community development, environmental sustainability, etc.).
- Understanding of principles relating to equity, inclusion, and customer service in a public sector or community context.

- Basic knowledge of project management concepts and how they apply to real-world initiatives.
- Basic knowledge of the methodologies to capture data and assess evidence, including quantitative and qualitative approaches.

Experience

- Demonstrated capacity to apply university-acquired knowledge in practical settings, such as through internships, industry placements, capstone projects, or volunteer roles.
- Experience working effectively in team settings—academic, volunteer, or workplace—contributing to shared goals or problem-solving efforts.
- Experience in managing tasks independently or leading aspects of small projects, showing initiative and accountability.
- Understanding of obligations when dealing with confidential information and managing disclosure of sensitive information in a commercial context and/or a politically sensitive environment.

Qualifications & Requirements

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| • A tertiary qualification in in Politics, Law, Justice, Humanities, Social Science or similar | Essential |
| • Child Safe Environments Training – <i>Can be undertaken on employment</i> | Essential |
| • Working with Children Check (WWCC) – <i>Can be undertaken on employment</i> | Essential |
| • Any exposure to local government, not-for-profit, or public sector environments (paid or unpaid) | Desirable |